

IN THE OFFICE OF ADMINISTRATIVE HEARINGS

Complainant \_\_\_\_\_

No. \_\_\_\_ F- \_\_\_\_\_ - AHC  
(docket number)

v. \_\_\_\_\_

Respondent \_\_\_\_\_

REQUEST FOR POSTPONEMENT

1. My name is \_\_\_\_\_; I am the \_\_\_\_\_ Complainant;  
\_\_\_\_\_ Respondent.

2. I request that the case be postponed because (list reasons): \_\_\_\_\_  
\_\_\_\_\_

Note: R2-19-110 provides that when ruling on a motion to postpone or expedite, the administrative law judge shall consider such factors as:

1. The time remaining between the filing of the motion and the hearing date;
2. The position of other parties;
3. The reasons for expediting the hearing or for the unavailability of the party, representative, or counsel on the date of the scheduled hearing;
4. Whether testimony of an unavailable witness can be taken telephonically or by deposition; and
5. The status of settlement negotiations.

3. I can be contacted at:

Phone Number: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

FAX number (if available): (\_\_\_\_) \_\_\_\_\_

4. I understand that unless my motion is granted, I must appear at the scheduled time for the hearing.

5. I have sent a copy of this request to the opposing party at the following address: \_\_\_\_\_  
\_\_\_\_\_

6. Approval is subject to completion of this form and signature of the party requesting a postponement and sending a copy of this request to the opposing party. Failure to show good cause for postponement or failure to send a copy of this request to the opposing is grounds for the denial of this request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of person requesting postponement

Mail to :  
Office of Administrative Hearings  
1400 W. Washington, Suite #101  
Phoenix, Arizona 85007

Or fax to: (602) 542-9827